



Service Unit Director
Position Description

SUMMARY: Support and guide a team of volunteers to deliver a quality Girl Scout experience for the girls and adults in a designated geographic area in collaboration with GSMISTS staff.

ACCOUNTABILITY: Appointed by and accountable to your Community Membership Manager (CMM)

SERVICE COMMITMENT: One-year renewable term in which she/he can expect to provide a minimum of 2-3 hours of service weekly, depending on the needs of the assigned area. This is a year-round position.

RESPONSIBILITIES:

- Plan, schedule, and chair all meetings of the Service Unit and Service Team, including your
- GSMISTS Community Membership Manager, in addition to completing an annual Service Unit Plan of Work.
- Create a welcoming atmosphere, so that girls and adults from varied social, cultural, ethnic, and economic backgrounds in the community are represented and have a voice in the Service Unit. Oversee the development, implementation, and achievement of Service Unit girl/adult recruitment, retention, and finances, including the annual Service Unit budget.
- Distribute current and up-to-date information to volunteers in a timely manner.
- Review Volunteer Essentials, Safety Activity Checkpoints, and the Volunteer Toolkit training manual yearly.
- Reach out to new leaders by phone and email to welcome to the service unit and invite them to the next meeting.
- Maintain GSMISTS confidentiality standards.

CORE COMPETENCIES:

- Leadership: Inspires, encourages, guides, and/or gains others' support toward accomplishing Service Unit team and GSMISTS goals; adapts leadership style to a variety of situations.
- Adaptability: Adjust and modifies own behavior and remain flexible and tolerant in response to changing situations and environments.
- Fostering Diversity: Understand, respect, and embrace differences.
- Oral and Written Communication: Express ideas clearly and concisely.
- Personal Integrity: Demonstrate honesty, credibility, and dependability.
- Team Building: Promotes partnerships between Service Team and Service Unit volunteers, shares information with others and shares decision-making responsibility with service team members.
- Conflict Management: Anticipates, prevents, and resolves conflicts while maintaining productive relationships.
- Computer Skills: Access to reliable e-mail and the internet.

I accept the commitment and responsibilities set forth above for the Service Unit Event Manager position.

Print Name

Service Unit #

Service Unit Name

Signature

Date

GSMISTS Staff Signature

Date